

Adopted: September 2001 , Revised: _____**Class Title: Fire Chief****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Oversees the daily operations of the Department of Fire Rescue. Supervises personnel, provides assistance with the coordination and planning of the department and administrates various related programs.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|---|
| 1 | L | Supervises personnel by participating in the recruitment, selection, and promotion of personnel, providing direction and development to personnel, conducting conferences with supervisory officers, and assuming command of major emergency incidents. |
| 2 | S | Assists with planning by developing and implementing policies and short and long range plans, administering budgets, and evaluating their effectiveness. |
| 3 | L | Administrates programs by coordinating emergency medical protocols, fire operations and suppression, paramedical services, fire prevention, fire and emergency medical services training, hazardous materials, and special rescue activities. |

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|---|
| Formal Education / Knowledge | Work requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent |
| Experience | At least ten (10) years of combined experience as a Chief Officer in a major municipal setting. |
| Certifications and Other Requirements | Valid Driver's License; National Fire Academy Executive Fire Officer Certification; current Virginia Department of Fire Programs (or other National Professional Qualifications System recognized) Certifications in Fire Officer III, Hazmat Awareness and Operations, Emergency Vehicle Operations and/or other "Firefighter Professional Qualifications" as required by the Virginia Administrative Code, current Virginia Department of Health certification as an Emergency Medical Technician, Emergency Medical Technician-Shock Trauma, Cardiac or Paramedic; American Heart Association certification in Basic Cardiac Life Support for Health Care Providers. |
| Reading | Work requires the ability to read various financial and technical documents and reports. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. |
| Writing | Work requires the ability to write technical documents, position statements, technical and financial reports, work orders, and memorandums. |
| Managerial | Managerial responsibilities include planning and developing policies, coordinating programs, and directing emergency incidents. |
| Budget Responsibility | Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures. |
| Supervisory / Organizational Control | Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department. |
| Complexity | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives. |

Adopted: **September 2001** , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary | Light X | Medium | Heavy | Very Heavy |
|--|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | F | Office equipment |
| Sitting | C | Computer, desk work, driving |
| Walking | O | To/from office equipment, to/from other departments and meetings |
| Lifting | R | Paperwork, files, office supplies |
| Carrying | R | Paperwork, files, office supplies |
| Pushing/Pulling | R | Desk drawers |
| Reaching | R | For items on higher shelves |
| Handling | R | Paperwork |
| Fine Dexterity | O | Computer keyboard, telephone keypad, writing |
| Kneeling | R | Retrieving files |
| Crouching | R | Retrieving files |
| Crawling | N | |
| Bending | R | Retrieving files |
| Twisting | R | From computer to telephone |
| Climbing | N | |
| Balancing | N | |
| Vision | C | Computer, supervision of staff, observation, driving, reading |
| Hearing | C | Staff, supervisor, vendors, general public, telephone, meetings |
| Talking | F | Staff, supervisor, vendors, general public, telephone, meetings |
| Foot Controls | R | Driving |
| Other (specify) | N | |

Adopted: **September 2001** , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle, computer, telephone, copy machine, fax machine, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | | PRIMARY WORK LOCATION | |
|--------------------------|---|---------------------------|---|-----------------------|----|
| Mechanical Hazards | M | Dirt and Dust | M | Office Environment | X |
| Chemical Hazards | M | Extreme Temperatures | M | Warehouse | -- |
| Electrical Hazards | M | Noise and Vibration | M | Shop | -- |
| Fire Hazards | M | Fumes and Odors | M | Vehicle | -- |
| Explosives | M | Wetness/Humidity | M | Outdoors | -- |
| Communicable Diseases | M | Darkness or Poor Lighting | M | Other (see 2 below) | -- |
| Physical Danger or Abuse | M | | | | |
| Other (see 1 below) | N | | | | |

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Turnout gear

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | R |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | O |
| Other (see 3 below) | N |

(3)